



Practical tips on participating in a Zoom meeting.

Zoom is very user-friendly software but its smooth running will depend to a certain extent on the equipment participants are able to access in their own location - and possibly on some trial and error – as much as on the way the meeting has been set up by the host.

Where relevant, we will try to provide downloadable resources to accompany online events. Then, if all else fails, you can structure a helpful experience for yourself using those materials!

Please find more details in the advance emails relating to your specific event.

You may find the following useful:

- usually, participants of Whirlow Zoom meetings will be muted on entry, so that a) it feels like entering a quiet place and b) the host can manage the start of any conversation
- it will usually be possible to mute / unmute yourself manually by clicking the microphone symbol, probably at the bottom left of your screen
- for certain events, other than during the initial welcome, latecomers may not be able to join a Zoom session that has already begun - please try to be prompt if you wish to join in
- please be aware that, in joining 'with video', you make yourself and your environment visible to other participants on the day. It is possible to join without video if you prefer (and this will help if you are experiencing problems related to a slow internet connection)
- some people find that looking at their own face, as well as everybody else's, makes a Zoom meeting more exhausting. It is possible to 'hide self view' during the meeting by selecting the options via the ... symbol at the top right hand corner of your image but...
- ...please remember, if you do this, that the *other* participants can still see you! If you do not want to be visible by video at all, 'Join Without Video' when you first open the meeting
- when you first join a meeting you are likely to arrive in a Zoom 'waiting room', until the meeting host is ready to let you in. This may take a little time, if lots of people are trying to join at once
- we will usually give a meeting start time ahead of the time we want to actually begin, to make space for everyone to join. We suggest you join as early as possible if you are new to using Zoom. If there is space after you have joined, feel free to walk away from your device and take a comfort break before the event 'proper' begins but stay logged in
- we will also usually provide a contact phone number ahead of your meeting, so that you can contact a host if you encounter technical difficulties or, in some cases, if you would appreciate a one-to-one conversation during the 'quiet' period of your event.

This list is a work in progress, so please contact us to add to it! Email events@whirlowspiritualitycentre.org

Good Luck and thanks for joining us!